

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to express our desire to extend our current supply contract, originally signed on [original contract date], which is set to expire on [expiration date]. We have greatly appreciated the partnership we've developed with [Recipient's Company Name] and believe that extending our contract will enable us to continue building upon our mutual successes.

As per our discussions, we would like to propose an extension of the contract terms for an additional [duration of extension, e.g., one year, six months] under the same conditions as outlined in our current agreement. We believe that this extension will benefit both parties and facilitate ongoing collaboration in meeting our shared goals.

Please let us know at your earliest convenience if you are open to this proposal. We are happy to discuss any modifications or details that may need to be addressed.

Thank you for your continued support and partnership. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]